# Degree Works *for* Students

Degree Works is a tool that creates an easy-to-follow map to an on-time graduation. It lets you track your progress toward your degree at Commonwealth University.

You and your advisor have access to Degree Works to help create your educational plan. **Degree Works allows you to track your degree requirements for graduation with a degree worksheet.** Your worksheet shows every requirement for general education and your major(s) and minor(s), and your progress toward completion and your degree from Commonwealth University of Pennsylvania.

You should use your worksheet when selecting courses for the upcoming term and to plan your long-term graduation plan.

Degree Works can be accessed from the my.commonwealthu.edu page, as well as on the Registrar Resources page.
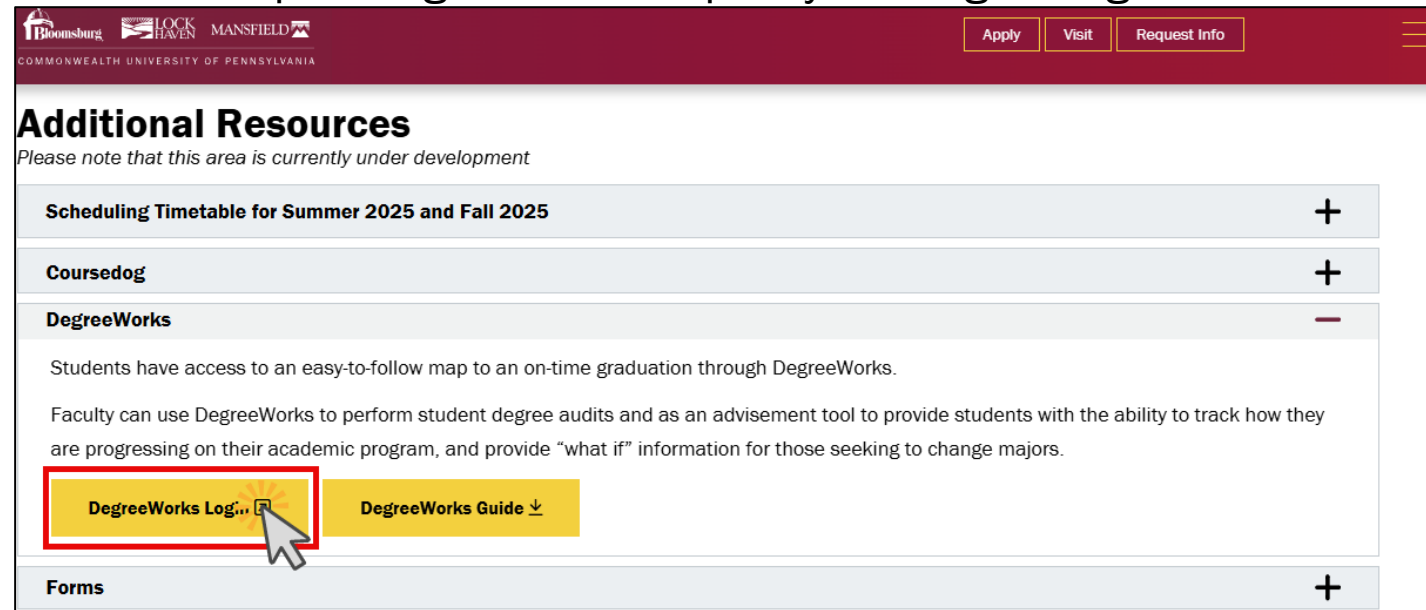
Pictured Above: the Registrar Resources page with Degree Works expanded to show the login button.

Reading Your Worksheet

Your worksheet is made up of several blocks of information about you and your academic progress.

At the top of the worksheet, you will see the **Student Card.** This part of the worksheet provides an overall summary of your personal academic information including your level, classification, major(s), program, campus, advisor(s), and academic standing. If applicable, you will also see your minor(s) and concentration(s).

Pictured at left: The Student Card portion of your worksheet provides a summary about you. If you are seeking multiple degrees, they will be audited separately. Change the degree in the right-most dropdown to select the audit for each degree.

Degree Progress

The degree progress section of the audit provides a credit spinner of your progress toward a degree and shows your current cumulative grade point average. The credit spinner includes earned and in-progress credits, but it excludes credits not needed for your degree. In other words, if you have excess electives, they are not included in the credit spinner.
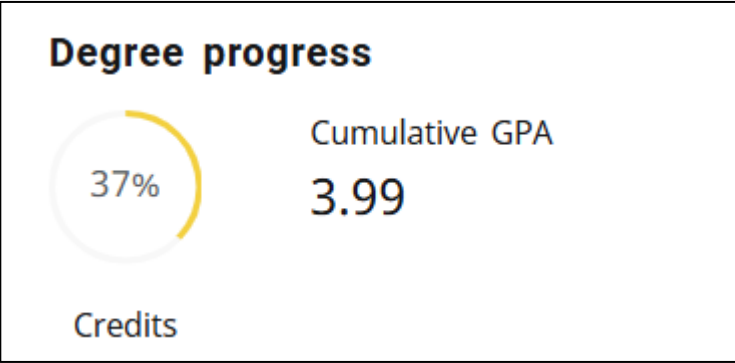
Reading Your Worksheet

Degree Block

The Degree Block provides a summary of your graduation requirements. Each requirement listed will have more detailed information further down on the worksheet.

In the example at right...
Some requirements have been met; these requirements are those with a green check mark next to them: ⊘

Some requirements have not yet been met; these requirements are those with a red circle next to them: ◯

Bachelor of Science INCOMPLETE

Credits required: 120   Credits applied: 44   Catalog year: FALL 2024   GPA: 3.99

◯ Minimum Total Credits Required   **Still needed:**   You currently have 44 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 76 additional credits and all graduation requirements.

◑ 30 of the last 60 credits must be completed at Commonwealth

⊘ Minimum 2.0 Cumulative GPA met

◯ Major Requirements   **Still needed:**   See Major in Psychology section

⊘ Directed (Required) General Education Coursework

◯ General Education Requirements - Commonwealth   **Still needed:**   See General Education Requirement section

◯ Honors College Requirements   **Still needed:**   See Honors College section

◯ Advanced Coursework Requirement   **Still needed:**   See Advanced Coursework section

Blocks included in this block

Major in Psychology
Directed (Required) General Education Coursework
General Education Requirement
Honors College
Advanced Coursework

There are several other marks you may see on your worksheet. There is a complete legend on the next page for your reference. It is available at the very bottom of your worksheet in Degree Works as well.

Reading Your Worksheet

Degree Works Worksheet Legend

All your requirements will show a progress icon on your worksheet. These icons are shown at the very bottom of your worksheet in a legend so you understand what they each mean. Here is that legend for your quick reference:

Legend

⊘	Complete	○	Not complete
◐	Complete (with classes in-progress)	!	Nearly complete - see advisor
☑	Prerequisite	@	Any course number
(R)	Repeated class		

There is *also* a disclaimer that advises students and advisors to use Degree Works as a tool and not the authority on a student's progress, and that Degree Works assumes successful completion of in-progress courses so students and advisors should always check completion requirements carefully.

Reading Your Worksheet

Major Block

The major block details your major requirements and, if applicable, your concentration requirements.

In the example to the right, you can see different requirements have different progress icons, including some that are currently in-progress. This view will vary student by student as it is real-time completion information about your progress toward degree completion.

Degree Works displays the grade that was received for each requirement, the credits associated with that requirement, and the term in which the requirement was completed.

Major in Psychology [INCOMPLETE]

Credits required: 42   Credits applied: 18   Catalog year: FALL 2024   GPA: 3.33

		Course	Title	Grade	Credits	Term	Repeated
○	Minimum Major Credits Required	Still needed:	You currently have 18 credits including both earned and in-progress courses. To complete your major, you need to successfully complete a minimum of 24 additional credits and all major requirements.				
⊘	Minimum Major GPA of 2.0 Required						
○	Minimum Credits at Commonwealth University or another PASSHE School	Still needed:	A minimum number of credits required for your major must be taken at Commonwealth or another State System University. You have taken 18; you still need 3 more credits.				
○	Orientation to Psychology	Still needed:	1 Class in PSYC 105				
⊘	Applied Psychological Statistics	PSYC 150	Applied Psych Stats	B	3	Spring 2025	
◑	Research Methods in Psychology	PSYC 250	Research Methods	REG	(3)	Fall 2025	
○	Research Lab in Psychology	Still needed:	PSYC 350: A minimum grade of C or better is required for this course.				
⊘	Developmental	PSYC 210	Child Development	A	3	Spring 2025	
⊘	Sociocultural	PSYC 230	Social Psychology	B	3	Spring 2025	
○	Cognitive/Learning	Still needed:	1 Class in PSYC 360☑ or 375☑				
○	Biological	Still needed:	1 Class in PSYC 281☑ or 355☑ or 380☑				
◑	Individual Differences	PSYC 336	Psych of Personality	REG	(3)	Fall 2025	
◑	Applied	PSYC 376	Behavior Mod	REG	(3)	Fall 2025	
○	Capstone Courses	Still needed:	2 Classes in PSYC 406☑ or 441☑ or 493☑ or 498☑				
○	Elective Courses	Still needed:	2 Classes in PSYC 131 or 202 or 210 or 211 or 212 or 215☑ or 217 or 218 or 221☑ or 242☑ or 245 or 281☑ or 313☑ or 315☑ or 319☑ or 320☑ or 321☑ or 330 or 331 or 332☑ or 335☑ or 336☑ or 337☑ or 340☑ or 341☑ or 355☑ or 360☑ or 375☑ or 376☑ or 380☑ or 406☑ or 412☑ or 422☑ or 441☑ or 493☑ or 498☑				

Reading Your Worksheet

For requirements that have not been completed yet, clicking on the course will display a detailed description of the requirement. Clicking on PSYC 360 will display this detailed description:

Course Information ✕

PSYC 360 - 3 Credits - Cognitive Psychology

Covers research and theory related to human use of perception, attention, memory, language, and decision making as well as their uses in everyday life. Other topics may include mental imagery, creativity, and problem solving. Traditional research approaches to understanding human thinking are presented.

Prerequisites:
PSYC 100 with a minimum grade of D- or **PSCH 101** with a minimum grade of D- or **PSY 100** with a minimum grade of D- or **PSY 1101** with a minimum grade of D-

Attributes:
ADVC

○ Cognitive/Learning   **Still needed:**   **1** Class in PSYC 360☑ or 375☑

The title and credit hours for the course are displayed, followed by the full course description, followed by any prerequisites associated with the course, followed by attributes assigned to the course, and, if the course is being offered, the dates and times of the section(s).

Clicking on a range of courses, such as PSYC 300:399, will pull this detailed description for any courses that fit within that range or have the associated attribute. This can be particularly helpful if there are a number of electives that can meet a requirement and a student wants to explore all of the options available to them.

Reading Your Worksheet

General Education Required Courses

If your major requires you to complete specific courses in general education, you may see this section on your audit. It lists courses that must be completed for your major in addition to your general education requirements. Typically, the courses in this section of your worksheet will also fulfill coursework in your general education block.

Directed (Required) General Education Coursework [INCOMPLETE] ^

Catalog year: FALL 2024

Courses fulfilling this section of your worksheet, may also fulfill General Education requirements. If no courses appear in this block, you do not have any directed General Education coursework required for this program, please review the General Education Requirements in the next block.

	Course	Title	Grade	Credits	Term	Repeated
○ ECONOMICS						
○ Public Speaking	**Still needed:**	1 Class in **COMM** 101				
⊘ General Education, Quantitative	MATH 140	Precalculus	A	3	Fall 2024	
◐ Prin Macroeconomics	ECON 121	Prin Macroeconomics	REG	(3)	Fall 2025	
○ Prin Microeconomics	**Still needed:**	1 Class in **ECON** 122				
◐ Spreadsheet Analysis	ITAN 175	Spreadsheet Analysis	REG	(3)	Fall 2025	
○ Law & Legal Env	**Still needed:**	1 Class in **LAWL** 231				

Reading Your Worksheet

General Education Block

The general education block shows you the General Education Core requirements that you need to fulfill based on your catalog.

General Education Requirement INCOMPLETE

Credits required: 45   Credits applied: 27   Catalog year: FALL 2024

To ensure students can pursue some depth of study, all students may count up to two (2) courses from the same participating academic program (as indicated by the course prefix) toward a General Education program goal/curriculum requirement

	Course	Title	Grade	Credits	Term	Repeated
○ Minimum General Education Credits Required	**Still needed:**	You currently have 27 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 18 additional credits and all general education requirements.				
○ FOUNDATIONS						
⊘ First Year Seminar, U	FYS 100	First Year Seminar	A-	3	Fall 2024	
◑ Writing, W	WRIT 101	Foundations in Comp	REG	(3)	Fall 2025	
○ Oral Communication, O	**Still needed:**	**1** Class in @ @ with attribute = OC				
⊘ History, H	HST 131	ASIAN CIV TO 1500	B	3	Fall 2021	
⊘ Quantitative, Q	MATH 118	College Algebra	B-	3	Fall 2024	
○ INTERCONNECTIONS						
⊘ Diversity, D	PSYC 210	Child Development	A	3	Spring 2025	
◑ Global Perspectives, G	CHIN 101	Chinese I	REG	(3)	Fall 2025	

Reading Your Worksheet

Minor Block

If a student has a minor, or multiple minors, the Minor Block will appear independent of their Major Block.

Depending on your program of study, courses may be shared between the major and minor, so if a course was a requirement for a major, it can still be used here to complete a requirement for a minor.

Minor in Finance `INCOMPLETE`

Catalog year: SUMMER 2025   GPA: 4.00

		Course	Title	Grade	Credits	Term	Repeated
○	Minimum Minor Credits at Commonwealth University or another PASSHE School	**Still needed:**	A minimum number of credits required for your minor must be taken at Commonwealth University or another State System University. You have taken 9; you still need a minimum of 1.5 more credits.				
◑	Principles of Macroeconomics	ECON 121	Prin Macroeconomics	REG	(3)	Fall 2025	
✓	Precalculus, Essentials of Calc or Calculus 1	MATH 140	Precalculus	A	3	Fall 2024	
◑	Financial Accounting or Principles of Accounting 1	ACCT 221	Principles Acctg 1	REG	(3)	Fall 2025	
○	Intro to Finance	**Still needed:**	1 Class in **FIN** 313 ☑				
○	Financial Markets and Institutions	**Still needed:**	1 Class in **FIN** 323 ☑				
○	Investment Management	**Still needed:**	1 Class in **FIN** 343 ☑				
○	Elective	**Still needed:**	1 Class in **FIN** 335 ☑ or 341 ☑ or 413 ☑ or 423 ☑ or 454 ☑ or 460 ☑				

Reading Your Worksheet

Free Electives Block

Free electives are courses that can count toward your overall credit total or residency requirement but are not used elsewhere on the worksheet.

Not Eligible. Includes Withdraw, Failed, Repeated, and Minimum Grade not Met

This section of the audit lists courses where you did not earn a grade that can be used to meet a requirement. It includes courses where you did not earn credit.

Not Counted

The Not Counted section of the audit includes classes that cannot be used to complete degree requirements. It will include ungraded lab sections and remedial coursework. Each course will have a reason explaining why it cannot be used to complete degree requirements.

In-Progress or In-Progress and Pre-registered

In addition to displaying where they fit on the worksheet, this section of the audit lists your in-progress and pre-registered coursework.
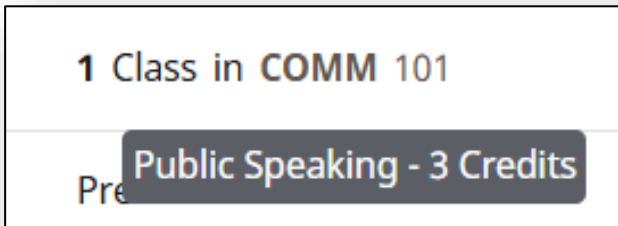
Exceptions

Any exceptions to the published degree requirements are listed here at the bottom of the worksheet. They are also displayed where they fit within the worksheet.

Degree Works Tools

Hover Hints

When a course is listed as still needed, hover over the subject and number to see the course title and credits.

1 Class in **COMM** 101

Public Speaking - 3 Credits

Pre

Printer Icon
Click to export a .pdf file of the worksheet for saving or printing.

Envelope Icon
Click to see the contact information for the student and their advisors.

Course History
Click the three dots then Course History to display all of the courses a student has taken in chronological order.

GPA Estimator
Click the three dots then GPA Estimator to display three separate calculators:
- Graduation Calculator
- Semester Calculator
- Advice Calculator